

## FOIA STATUS REQUEST

From:

To: **THE FAMILY & MORALE, WELFARE & RECREATION COMMAND  
FREEDOM OF INFORMATION ACT (FOIA) / PRIVACY ACT RESOURCE  
CENTER**

**ATTN: FOIA Office (Summit Building, 5<sup>th</sup> Floor)  
FAMILY & MORALE, WELFARE & RECREATION COMMAND  
4700 King Street  
Alexandria, VA 22302-4415**

Subject: STATUS OF FOIA REQUEST

Encl: (1) FOIA Request  
(2) Letter of Acknowledgement

1. Enclosure 1 is a copy of a FOIA request that I submitted to [installation name] on [date] via [letter, email, fax].

2. To date:

\_\_\_\_\_ I have only received a letter of acknowledgement and was assigned case number \_\_\_\_\_. See enclosure 2.

\_\_\_\_\_ I have not received a letter of acknowledgement.

\_\_\_\_\_ I have not received a response.

\_\_\_\_\_ Other [provide additional information]. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide me with a status regarding the processing of my request.

4. Please contact me at:

Address:

\_\_\_\_\_

By telephone (area code):

\_\_\_\_\_

By email:

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